



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
OFFICE OF THE COMMANDING GENERAL
HEADQUARTERS, UNITED STATES ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

ATZK-CF (608)

10 April 2001

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Six Policy Memo No. 37-31 – Volunteer Awards Program

1. References.

- a. AR 600-8-22, 25 February 1995, Military Awards.
- b. AR 672-20, 29 January 1999, Incentive Awards.
- c. TRADOC Supplement 1 to AR 672-20, 10 August 1999, Incentive Awards.
- d. DA Pamphlet 672-20, 1 July 1993, Incentive Awards Handbook.
- e. DA PERSCOM MILPER Memorandum Number 94-3, 1 June 1994, Award of the Military Outstanding Volunteer Service Medal.

2. Volunteers continue to make tremendous contributions to the Fort Knox community. They do more than accomplish specific tasks; they demonstrate compassion, commitment and enthusiasm, thus sustaining and enriching our lives. Their success in helping us accomplish our mission and enhance our quality of life programs should be appropriately and officially recognized.

3. The best way to recognize volunteers is to nominate them for volunteer and public-service awards. Several awards are available—from the USAARMC Certificate of Appreciation or Achievement to Department of the Army awards for service with broader benefits. Soldier-volunteers are eligible for the Military Outstanding Volunteer Service Award which offers promotion points. The installation hosts an annual Volunteer Recognition Ceremony in late April where presentation of many of these awards is appropriate.

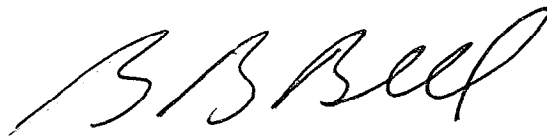
4. When a servicemember departs an organization and is receiving an award, commanders/directors should consider awarding his/her spouse with an award for their volunteer efforts in support of our soldiers and their families. If appropriate, a ceremony recognizing both the service member and the spouse is a super way to send off a family.

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5. Nominating officials should consult our Installation Volunteer Coordinator, 624-1416, for help in selecting appropriate awards and for guidance on procedures and timelines. Preparing nominations is not difficult, but the review and approval process can be lengthy. Nominations for high-level awards must be submitted at least 60 days before the intended presentation date. Nominating officials must plan accordingly.

6. Because volunteers often work behind the scenes, their accomplishments may go unrecognized. I strongly encourage commanders and leaders to give these selfless individuals well-deserved recognition by nominating them for volunteer and public-service awards. Doing so demonstrates our appreciation and support.



B. B. BELL
Major General, USA
Commanding

2 Encls

1. FK Comm Svc and Volunteer Recognition Awards Program
2. FK Awards Matrix

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FORT KNOX
COMMUNITY SERVICE AND VOLUNTEER RECOGNITION AWARDS PROGRAM

***Decoration for Distinguished Civilian Service**

Approval Authority: Secretary of the Army

Award consists of a gold medal, lapel pin, and citation certificate.

Nominees must be civilians not employed by the Army or Army contractors; Federal government officials at the policy development level, or technical personnel who serve the Army in an advisory capacity or as a consultant. They must have provided distinguished service which made a substantial contribution to the accomplishment of the Army's mission.

Secretary of the Army Public Service Award

Approval Authority: Secretary of the Army

Award consists of a silver medal, lapel pin, and citation certificate.

Nominees cannot be Army civilian employees (who are eligible for Army honorary awards in accordance with Chapter 8, AR 672-20, Incentive Awards), military personnel, or Army contractors. This award is appropriate for spouses of military members provided they meet the criteria. Nominees must have provided exceptional public service to the Army deserving of greater recognition than that which can be granted by a Major Army Commander.

Outstanding Civilian Service Award

Approval Authority: CG, TRADOC (has been delegated to CG, USAARMC)

Award consists of a bronze medal, lapel pin, and citation certificate.

Nominees must have provided outstanding service which makes a substantial contribution or is of significance to the MACOM concerned. It is suggested that the nominee should have provided 6,500 or more volunteer hours, although approved awards are not based solely upon volunteer hours. Persons eligible for this award include: civilians not employed by the Army or Army contractors; Federal government officials at the policy development level; or technical personnel who serve the Army in an advisory capacity or as consultants.

Commander's Award for Public Service

Approval Authority: Any commander (colonel or above)

Award consists of a bronze medal, lapel pin, and certificate.

The Commander's Award for Public Service is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency. This award may be awarded to civilians not employed by the Army or Army contractors; Federal government officials at the policy development level; or technical personnel who serve the Army in an advisory capacity or as consultants.

Certificate of Appreciation for Patriotic Civilian Service

Approval Authority: Any commander (lieutenant colonel or above)

Award consists of a lapel pin and certificate (the lapel pin will accompany the certificate only when the award is presented as an *individual* award). This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command or staff agency. Suggested volunteer hours are between 2,500 and 4,500+, though the award is not based solely upon volunteer hours. Persons eligible for this award include: civilians not employed by the Army or

Army contractors, officials of Department of the Army at the policy development or approval level, groups (including employees) business firms, fraternal organizations, and quasi-military units.

***Civilian Award for Humanitarian Service**

Approval Authority: CG, TRADOC (unless DA-wide recognition, which must be approved by the Secretary of the Army)

Award consists of a medal, lapel pin, and certificate.

Private citizens of the United States (as well as private citizens and government officials of foreign nations) are eligible for consideration. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

****Commander's Certificate for Community Service**

Approval Authority: Local commanders,.

Award consists of a USAARMC certificate.

This award is presented to individuals or organizations who have given time and talent in volunteer service, but to a lesser degree than that required of the Certificate of Appreciation for Patriotic Civilian Service and The Commander's Award for Public Service. It is suggested that volunteer hours amounting from 350 to 2,500+ be performed in order to receive this award, although the award recommendation should not be based solely upon hours. Military personnel are not eligible to receive this award. Civilian employees are eligible for this award; however, the accomplishments or services must not be job related and must be performed during off-duty time.

****Commander's Certificate of Achievement for Community Service**

Approval Authority: Local commanders.

Award consists of a USAARMC certificate.

This award is presented to only enlisted military personnel (E6 and below) who have given time and talent in volunteer service but to a lesser degree than that required of the Certificate of Appreciation for Patriotic Civilian Service and The Commander's Award for Public Service. It is suggested that volunteer hours amounting from 350 to 2,500+ be performed in order to receive this award, although the award recommendation should not be based solely upon hours.

Certificate of Appreciation

Approval Authority: Local commanders

Award consists of DA Form 7013, Certificate of Appreciation or local USAARMC Certificate of Appreciation.

This is an honorary recognition for civilians not employed by the Army or Army contractors and is presented when a higher level honorary award is not appropriate. Suggested volunteer hours are 50-350, although approvals of awards are not based solely on volunteer hours.

* and ** Not contained in Awards Comparison Matrix

** Local awards

AWARDS COMPARISON CHART

<u>MILITARY</u>	<u>CIVILIAN EMPLOYEES</u>	<u>NONEMPLOYEES (PUBLIC SERVICE AWARDS)</u>
Distinguished Service Medal <i>Certificate, Medal and Lapel Pin</i> <i>Secretary of the Army must approve</i>	Decoration for Exceptional Civilian Service <i>Certificate, Medal and Lapel Pin</i> <i>Secretary of the Army must approve</i>	Secretary of the Army Public Service Award <i>Certificate, Silver Medal and Lapel Pin</i> <i>Secretary of the Army must approve</i>
Legion of Merit <i>Certificate, Medal and Lapel Pin</i> <i>Commanders LTG and above approve</i>	Meritorious Civilian Service Award <i>Certificate, Medal and Lapel Pin</i> <i>MACOM Commander must approve</i>	Outstanding Civilian Service Award <i>Certificate, Medal and Lapel Pin</i> <i>MACOM Commanders (has been delegated to CG, USAARMC)</i>
Meritorious Service Medal <i>Certificate, Medal and Lapel Pin</i> <i>Commanders MG and above</i>	Superior Civilian Service Award <i>Certificate, Medal and Lapel Pin</i> <i>Commanders MG and above or civilian equivalent</i>	NO EQUIVALENT AWARD (use next higher or lower)
Army Commendation Medal <i>Certificate, Medal and Lapel Pin</i> <i>Commanders COL and above</i>	Commanders Award for Civilian Service <i>Certificate, Medal and Lapel Pin</i> <i>Commanders COL and above or civilian equivalent</i>	Commanders Award for Public Service <i>Certificate, Bronze Medal and Lapel Pin</i> <i>CG, USAARMC retains approval authority</i>
Army Achievement Medal <i>Certificate, Medal and Lapel Pin</i> <i>Commanders LTC and above</i>	Achievement Medal for Civilian Service <i>Certificate, Medal and Lapel Pin</i> <i>Commanders LTC and above or civilian equivalent</i>	NO EQUIVALENT AWARD (use next higher or lower)
NO EQUIVALENT AWARD	Certificate of Appreciation for Patriotic Civilian Svc. <i>Certificate and Lapel Pin (no medal)</i> <i>Any commander LTC and above</i>	Certificate of Appreciation for Patriotic Civilian Svc. <i>Certificate and Lapel Pin (no medal)</i> <i>Any commander LTC and above</i>
Certificate of Achievement <i>Certificate – no pin, no medal</i> <i>Local commanders may redelegate</i>	Certificate of Achievement <i>Certificate – no pin, no medal</i> <i>Local commanders may redelegate</i>	Certificate of Appreciation <i>Certificate – no pin, no medal</i> <i>Local commanders may redelegate</i>